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7 JUN 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending  
7 June 1974

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1. Handicapped Action Plan: [REDACTED] of Staff Personnel Division met with Mr. Robert Werner of the Civil Service Commission on 5 June 1974 to deliver the Agency's Affirmative Action Plan for the Handicapped. Mr. Werner appeared to be generally pleased with the CIA plan and our efforts to date.

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2. Recruitment Fair: [REDACTED] recruiter, has reported on his 31 May - 1 June participation in the Veterans' Job Assistance Day held in Denver. The program was sponsored by the Governor of Colorado, the State Employment Service, and a variety of veterans organizations. He reported that he conducted approximately 300 brief interviews and gave out 75 preliminary applications. [REDACTED] also reported that two artist and three systems programmer applicants were particularly attractive. Several black candidates appeared qualified. One in particular was a 38-year-old retiring Master Sergeant with an MA in Public Administration.

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3. Recruitment Advertising:

a. Response to advertising on behalf of the Office of Joint Computer Support for systems programmers continues, with 22 responses received here in Headquarters and another 20 by recruiters [REDACTED].

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b. Response to advertising for artists for the Office of Technical Services has produced a number of excellent candidates.

c. Replies to our advertisement in New York, San Francisco and Washington for Mandarin speakers has reached 172 and still continues.

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4. Lump-Sum Payments: We prepared estimates by Directorate of lump-sum annual leave payments expected to be paid to our May and June retirees. The total for the two months is likely to be between \$900,000 and \$1 million. An information copy has been supplied to the Office of the Comptroller at [REDACTED] request.

5. Personnel Officers' Meeting: On 5 June we held our monthly Personnel Officers' Meeting. Among the speakers was [REDACTED] who spoke on the new annual leave plan and [REDACTED] who discussed policies and procedures concerned with handling disciplinary and poor performance cases.

6. Summer Interns: Six more interns entered on duty this week for a total of 25 now on board. Our Coordinator for Cooperative Programs recently interviewed seven interns on duty and found them to be enthusiastic about their jobs and the program.

7. Planning the Co-op Program: Memos were sent to each co-op office giving them the status of the co-ops in their program and asking for their requirements for the winter and spring terms. This information will be used to plan the fall recruiting schedule. Interesting to note, the Office of ELINT has increased their co-op program from four to six and may go to 10 by July 1975.

8. Position Management Wage Matters:

[REDACTED]

b. The Office of Research and Development survey report has been approved by the Director of Personnel and transmitted to ORD.

9. New Form 642: A precision draft composition of the new Form 642, Central Emergency & Locator Record, was provided by Printing Services Division for manual test use by the CEMLOC project leader.

10. Assisting Department of Justice: Three cleared representatives of the Department of Justice were briefed on the Agency's locator system and the procedures which will be in effect under CEMLOC. The briefing was requested by [REDACTED] Chief, Information Systems Analysis Staff. Justice needs to implement an effective locator system.

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11. Rehired Annuitant: During the week I approved the following retired annuitant case for the Directorate of Management and Services:

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[REDACTED] -- Office of the Deputy Director for Management and Services -- Independent Contractor -- compensation change and one-year extension.

12. Savings Bonds Campaign: The 1974 campaign has been concluded. The final results are as follows:

	<u>1974</u>	<u>1973</u>
New Buyers	148	187
Dollar Amount	\$1,821.25	\$2,180.50
Number of Employees	89	113
Increasing Amounts		
Increase in Dollar Amount	\$1,457.15	\$1,464.15

13. Blood Donor Program: The Employee Bulletin on the Blood Donor Program has now been distributed. An advance copy was placed on the Classified Bulletin Board and we have already received 25 inquiries concerning the Program.

14. Resource Allocation Report: Attached is the Office of Personnel response to the monthly ADP Resource Allocation Report for March 1974.

#### Coming Events

1. PMCD survey activities will continue. Work will also continue on the Fair Labor Standards Act designation of employees as exempt or non-exempt.

2. The Office of Finance Position Management survey report is still in preparation. Some external comparisons with AEC positions will be made next week.

3. One-hundred fifteen retirees are scheduled to check out on 28 June. In addition, there are 18 employees resigning on that day. To facilitate the departure of the sizeable number of employees, arrangements have been made to utilize Room 1A-13 Headquarters for the exit processing on the last working day.

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4. The Coordinator for Cooperative Programs will meet shortly with the President of Capitol Institute of Technology (formerly Capitol Radio Engineering Institute). This meeting will explore using the school as a means of recruiting minority co-ops as Commo Techs.

5. We will prepare an Office of Personnel Memorandum concerning Fitness Reports and conversion changes that will result from discontinuance of the career provisional period.

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(Signed) F. W. M. Janney

F. W. M. Janney  
Director of Personnel

Att

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OD/Pers/[REDACTED] jmm (7 Jun 74)

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3 June 1974

MEMORANDUM FOR: Director of Personnel

SUBJECT : Monthly ADP Resource Allocation Report for  
March 1974

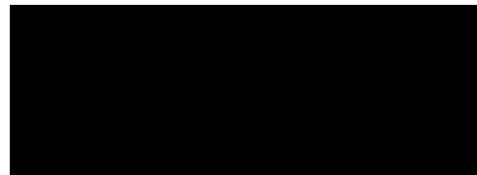
REFERENCE : Memo fr C/DDM&S Plans Staff dtd 29 May 74, subj:  
Reprogramming of ADP Resources Within DDM&S

1. Comparative analysis of the March 1974 reports shows a projected expenditure approximately 0.4% less than the revised (per reference) amount allocated by OJCS for Personnel Projects for FY 1974 as follows:

<u>Category</u>	<u>Revised FY 1974 Allocation</u>	<u>Projected Expenditure</u>	<u>Deviation</u>
Manpower	428,000	433,210	- 5,210
Batch	200,000	208,134	- 8,134
Time sharing	87,500	87,794	- 294
Data Prep Card Proc.	30,250	29,218	+ 1,032
Other	<u>52,893</u>	<u>37,337</u>	<u>+15,556</u>
	798,643	795,693	+ 2,950

2. Increased activity in the PERSIGN/STAFFING projects, the re-initiation of CEMLOC (employee locator) project and the statutory requirements of Agency compliance with the recent amendments to the Fair Labor Standards Act, will effect an increase in computer services and charges against Office of Personnel allocations. It is difficult to estimate at this time the amount of these increased costs against current allocations.

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DD/Pers/P&C

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Reference

DD/M&S 74-1908

29 MAY 1974

MEMORANDUM FOR: Director of Personnel

SUBJECT : Reprogramming of ADP Resources Within DD/M&S

Based on nine months summary data from the ADP Resource Allocation System and the explanations received from DD/M&S Offices for the resultant trends in usage, the Directorate has made the following changes in Office of Personnel's FY 1974 resource allocation:

	<u>Initial Allocation</u>	<u>Projected Use</u>	<u>Add</u>	<u>Delete</u>	<u>Revised Allocation</u>
Manpower	\$400,435	\$428,000	\$27,565		\$428,000
Batch	163,867	200,000	36,133		200,000
Time Sharing	59,202	87,500	28,298		87,500
Data Preparation	29,091	30,250	1,159		30,250
Other	54,117	40,000		\$1,224	52,893

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Chief, DD/M&S Plans Staff